



# MONTEREY COUNTY BOARD OF SUPERVISORS

## Ceremonial Document Request FORM

**Deadline:** At least three (3) weeks prior to the date the item will be appear on the Board agenda, or, for Proclamations and Certificates, three (3) weeks prior to date needed by requesting party.

### CONTACT INFORMATION

ORGANIZATION NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE OF CEREMONIAL DOCUMENT: \_\_\_\_\_

Please attach a draft of your desired Resolution, following the formatting guidelines.

What date would you like this document to be placed on the Board Agenda? (at least three weeks after submission of request) Is there an event date when this ceremonial document will be presented?

\_\_\_\_\_

What is the Supervisorial District that the recipient resides in?

District 1     District 2     District 3     District 4     District 5     Other

Type of document requested:

- Certificate of Merit: from which Supervisor: \_\_\_\_\_
- Proclamation: from which Supervisor: \_\_\_\_\_
- Chair's Resolution
- Full Board Resolution

How would you like to receive this ceremonial document?

- Formal Presentation at an Event: When & Where \_\_\_\_\_
- Formal Presentation at a Board of Supervisors Meeting
- I will pickup from Clerk of Board (First Floor, 168 W. Alisal, Salinas)
- I will pickup from the District Office
- Please mail the document to: \_\_\_\_\_

Presentation of Ceremonial Document:

Documents are presented in either a paper folder with the Monterey County seal emblazoned on the cover or in a frame for a very special occasion; at the discretion of the Board of Supervisors.

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**If applicable, attach a brochure about your organization along with other official literature describing your organization and its primary focus.**